

DEPARTMENT OF LABOR
EMPLOYMENT DISCRIMINATION BUREAU

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

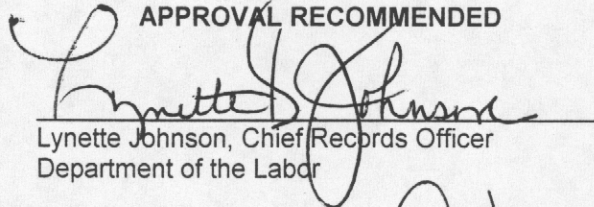
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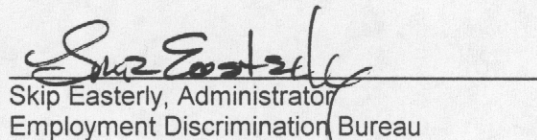
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

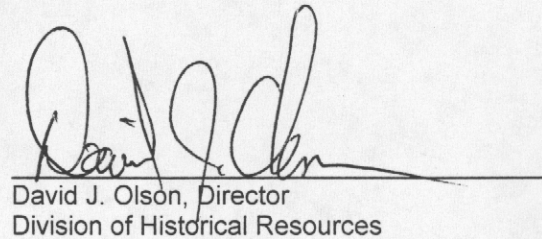
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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

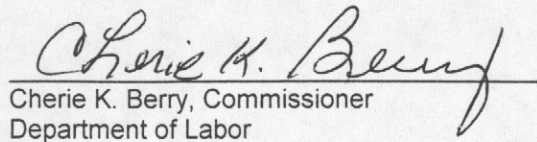
APPROVAL RECOMMENDED

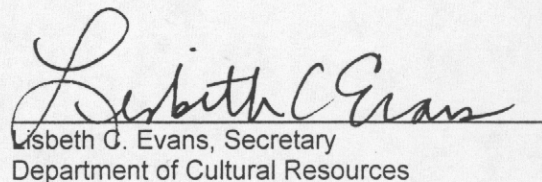

Lynette Johnson, Chief Records Officer
Department of the Labor


Skip Easterly, Administrator
Employment Discrimination Bureau


David J. Olson, Director
Division of Historical Resources

APPROVED


Cherie K. Berry, Commissioner
Department of Labor


Lisbeth G. Evans, Secretary
Department of Cultural Resources

**DEPARTMENT OF LABOR
EMPLOYMENT DISCRIMINATION BUREAU**

Item 46697. INVESTIGATION CASES FILE. Records in paper and electronic formats concerning the investigation of discrimination complaints. File includes completed complaint forms, activity reports, correspondence, investigator's notes, investigation reports, notices of completion of investigation, and other related records. Names of companies; complaints' names, social security number, addresses and telephone numbers; names of investigators to whom the case is assigned; and other related data are entered into the Employment Discrimination Database (Electronic) File (Item 46699). (Comply with applicable provisions of 5 USC 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records that were printed and filed when reference value ends. Scan in office paper records and record onto optical disk when case is closed. Destroy in office paper copies of scanned records after all quality control procedures have been completed. Erase/destroy in office electronic scanned records and optical disks when administrative value ends.

Item 46698. SCREENED OUT COMPLAINTS FILE. Records concerning Retaliatory Employment Discrimination Act (REDA) complaints received but not accepted and notification sent to complainant. File includes original submissions submitted by potential complainants, Employment Discrimination Bureau (EDB) analysis of the submission, EDB responses sent to the potential complainant, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when annual review completed if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 46699. EMPLOYMENT DISCRIMINATION DATABASE (ELECTRONIC) FILE. Records in electronic format of alleged employment discrimination violations. Electronic file includes names, addresses and telephone numbers of companies and complainants; names of investigators to whom the case is assigned; responses to requests for information; and other related data. (Comply with applicable provisions of G.S. 95-25.20 regarding confidentiality of records.) (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Update in office when superseded or obsolete.

Item 46700. EMPLOYMENT DISCRIMINATION MANUAL FILE. Records in paper and electronic formats concerning investigator's manual listing policies and procedures for performing discrimination investigations. Policies and procedures are entered into Administrative Word Processing (Electronic) File and routinely updated. (File maintenance and backup procedures are conducted by Department of Labor, Information Technology Division Local Area Network (LAN) Administrator.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.